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ABSTRACT

This handbook defines library research terminology and provides guidance for academic librarians in several components of the research grant application and management processes. The first chapter addresses the research or creative project itself and the optimum methods of presenting it in order to obtain financial support. Chapter 2 deals with the problems and methods associated with managing the grant, while Chapter 3 describes the planning needed for effectively communicating the results of the grant-funded project. A list of 16 potential funding sources for librarian research is also provided, including information on research and project grants and fellowships that permit time and funding for research projects. Each source description contains the grantor's name and address; the nature, extent, and purpose of financial support; eligibility requirements; and the source for current, detailed grant information, including phone number. The final chapter presents a 129-item bibliography of publications on the research experience, mostly written by librarians for librarians. Divided into seven sections, the bibliography covers investigating the research process, finding funding sources, planning and writing the research proposal, managing the research grant, performing the research, evaluating the research results, and communicating the research results. (ESR)

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A GUIDE TO RESEARCH AND FUNDING FOR LIBRARIANS

Prepared by the LAUC-SB Research Sub-committee of the Committee on Advancement and Promotion

First Edition

Librarians Association, University of California, Santa Barbara Division

July 1983

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Sally W. Weimer

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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PREFACE

The Research Sub-committee of the Committee on Advancement and Promotion of the Librarians Association of the University of California, Santa Barbara (LAUC-SB), was established in October, 1982, and charged:

> To investigate and prepare a handbook of research funding opportunities for librarians which includes available funding sources on campus, from the government and private sectors, and from foundations. The handbook should be comprehensive and specific and include information as to where in the library and elsewhere on campus help and guidance are available for preparing and submitting proposals.

Committee members appointed were Gary Peete, Robert Sivers, Grace Thomas, and chair Sally W. Weimer. Two other members Susan Sonnet and Vera Warrick served at the beginning briefly; both resigned because of other commitments.

The committee began its work by surveying its needs and projects and by reviewing the literature using both online data bases and printed sources. It aimed to locate relevant publications regarding research processes and research grantsmanship, including funding sources.

It has been a challenging charge to complete, particularly because indepth publications on funding sources and research activities for librarian research grants seem scattered and scarce. In some cases, committee members have interviewed faculty and grants specialists to capture sufficient information and suggestions about local/on-campus and other research funding opportunities for librarians. Members also identified diverse publications that may be useful to the researching librarian to plan his or her grant proposal, manage the research funded projects, and communicate the research results.

It is hoped that this GUIDE will provide direction, assistance, and suggestions to librarians interested in pursuing research grant funding.

As suggested in the text of the GUIDE, librarian researchers are encouraged to contact the potential funding agencies for

full program and funding information. And, for this GUIDE to continue to be useful, it is recommended that it be reviewed and updated regularly.

Gary Peete
Robert Sivers
Grace Thomas
Sally W. Weimer, Chair

INTRODUCTION

Ordinarily it is the fate of introductions to go unread. So be it. But, to that small minority who may wonder "Why this publication?", "What did its authors set out to achieve?", "How has the information been selected?", "What definitions were used?" -- to that minority exactly, the Committee dedicates these initial pages. In so explaining the reasons for the publication and the method used to construct it, the Committee hopes to lay the foundations for the continuation of its work and the improvement of the resultant product.

-- Background and Purpose --

Although library research and other library-relevant, creative investigations have long been accepted as part of the academic library's world, some significant changes have occurred in the last two decades. Research and other original inquiries into the problems of libraries or the intellectual access to their contents have traditionally been an emphasis of Library School faculty or upper-level library management. Increasingly in the sixties and seventies, though, the idea gained acceptance that practicing librarians could, and even should, involve themselves in such professional activities. Within the University of California, this change became codified in the ACADEMIC PERSONNEL MANUAL (hereafter APM). In that document, where the institutional expectations of employees appointed to the Librarians' Series are specified, section 210-4 recognizes research and other creative activities as an important factor in the professional development of such appointees. As a consequence, the APM mandates the careful evaluation and appropriate weighting of the results from such work.

It is, however, one thing to legitimize and appreciate research or other relevant, creative investigations performed by the rank-and-file librarian. But, it is quite another to create the infrastructure supporting such work, to prepare librarians to perform it effectively, and to create the local peer counselling apparatus normally necessary for overall, quality results. That these essentials are generally lacking or are attenuated appears as a widely shared opinion among librarians. To make matters more difficult, increasing financial constraints within academic libraries require that librarians with the potential for undertaking library-related research or other creative projects find most of their financial support through funding outside the library. A search of the grant literature reveals that funding sources which explicitly support such projects are unfortunately both scattered and few. Even within the University of California itself, librarians seeking local financial support for research or creative projects find themselves investigating a number of complex policies and procedures designed essentially for faculty and graduate student research funding.

It is not unduly optimistic to expect an eventual change in the sophistication with which librarians fund, undertake, and communicate the results of creative or research projects. When such changes occur, the support level of the environment within the library will improve as

well. In the meantime, it is the purpose of this publication to provide at least some of the essential guidance needed by librarians during their first attempts to fund a research project or other library-relevant, creative activity.

-- Contents --

The first section of this GUIDE addresses the research or creative project itself and the optimum methods of presenting it in order to obtain financial support. The second section deals with the problems and methods associated with managing the grant. The third section takes up the planning needed for effectively communicating the results of the grant-funded project. Each of these first three sections has been designed to provide succinct overviews of the relevant topic.

The fourth part of this publication represents the retrieval work of the Committee in finding information on financial sources which explicitly state that they fund library research or library-relevant creative work. The very large group of grant-giving organizations which are excluded by these criteria are well documented in publications such as the ANNUAL REGISTER OF GRANT SUPPORT. Although a number of librarians, predictably, will find avenues to financial support from these excluded organizations, it would be expensive, redundant and misleading to include them in this publication. In providing the information on grant-giving agencies or institutions meeting the committee's criteria, our intention is to act solely as an alerting service. Users of this section of the GUIDE are cautioned that descriptive or factual statements contained therein may no longer be correct by the time they read them. Furthermore, much of the information provided is a condensed, interpretive summary based on one or more printed sources of information. Although committee members have tried to be as accurate as possible in such summaries, commission of substantive error can not be completely ruled out. In general, the committee advises contacting the agency or institution administering the grants in order to obtain accurate, up-to-date descriptions of their requirements, interests, exclusions and other relevant information.

The fifth, and concluding, section of this handbook presents a non-critical bibliography of publications on the research experience. Many of the works cited were written by librarians for librarians, presumably with the assumption in mind that mistakes, once described, can be avoided, and that successes, once indicated, may guide others toward similar paths.

-- Definitions --

Co-ordinated work by Committee members required definitions and limitations. They are given here to explain the Committee's thinking and to account for emphases or lacunae in the body of this publication.

1. Research

The Committee has taken its definition of this term from the ANNUAL REGISTER OF GRANT SUPPORT, 1982-1983 edition, page xiii. "(Research)...test(s) theories and hypotheses, develop(s) or interpret(s) new information, or revise(s) accepted theories...."

Stated somewhat more concretely, research involving theories and hypotheses includes: a) thinking about a problem and making at least one informed guess about its solution, b) designing a method which can

adequately test whether a proposed solution to the problem is right or not, and c) by use of the method, collecting replicable information and/or developing logical analyses which support or do not support the proposed solution. In contrast, research which mainly develops or interprets new information involves: a) the careful collecting of data and b) an examination of these data in order to find novel and significant patterns of information.

2. Research Relevant to the Responsibilities of Practicing Librarians in the University of California

The research subjects and their funding which this publication addresses are those relevant to the stated responsibilities of practicing librarians in the University of California. These responsibilities are specified in section 360-4 of the APM. They can be stated broadly and informally as: collection development, cataloging or indexing, information retrieval, bibliographic instruction, systems development or application, and administration or management.

3. Creative Activities

The Committee is aware that the word "research" is also used in a broader sense than the definition adopted for this publication. Thus, a guide to the literature of 19th century American, transcendentalist thought, or a comprehensive discography of the pianist, Artur Rubenstein, would popularly be called the results of research projects. Presumably, the reason for such judgements is that each requires a careful, scholarly and exhaustive investigation of many primary or secondary sources. Yet, since neither involves testing theories or developing new information, they do not satisfy the criteria for "research".

It is not this Committee's charge to arbitrate the "correct" uses of the term, "research", although it is worth noting that most publications on research grants use the narrower meaning adopted by the Committee. It is, however, our intention to provide documentation that may be useful for this second kind of original investigation as well.

4. Grants

The term, "grants", is used by the committee in the broad, generic sense of that word. As such, it includes: a. unrestricted gifts used to support the research process, b. financial or other support restricted to use for research in progress or for a research project outlined in a formal proposal, c. funding and support for contracted research by which the recipients are legally obligated to produce specified results at a specified time, or, d. any combination of the three types just listed. However, the committee has not followed the definition used by some authors and editors who include announced monetary prizes for completed research under the term, "grants".

5. Fields

The standard number of fields for each listed, grant-giving agency or institution are, in the order presented: name and address of grantor; nature, extent and purpose of financial support; eligibility requirements; deadline for applications; source of detailed, current information. Other fields have been added to selected entries, when, in the opinion of the Committee, the importance of the financial support source merited such treatment and the information was available.

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The Committee has drafted this edition knowing that it will need both improvement and updating. Suggestions or new information will be welcomed by the Research Sub-Committee members or the Chair of CAP, LAUC-SB.

Robert Sivers

I - THE RESEARCH GRANT APPLICATION

-- Introduction --

The following guidelines are intended to give a general idea of what is involved in a grant application, not to act as a substitute for detailed books and articles written on the subject. Anyone who is serious about applying for funding must read further. The bibliography at the end of this GUIDE will provide some additional sources of information on how to approach the application process.

-- General Guidelines --

1. Preliminary work

A librarian wishing to obtain a grant to fund a research project should be aware that such funding may be difficult to obtain. In many cases, he or she will be competing with faculty members or other people with proven research experience. To be competitive in the application process, a librarian must be thoroughly prepared, having first found a proven need for a particular project and having developed a clear idea of what research methodology will be used. Poorly developed projects will not be funded. If a librarian feels that it would be possible to work through the library on a project, and if the library administration approves, funding would undoubtedly be easier to obtain. Many grants are available only to institutions, so funding possibilities would be greatly expanded. The library would then act as the administrator of the project, with the librarian named as principal investigator. If this approach is not feasible, permission will still be needed from the library administration if any library equipment is to be used or if time- off is sought. If such permission is granted, include a statement to that effect in the application, since this will be a sign of support from your institution.

Another preliminary step that could prove helpful is to contact librarians who have obtained grants to find out which agencies supplied the funds and how the applications were prepared. Also, the grants officers in the Office of Research Development and Administration, room 3227, Cheadle Hall, help applicants in every stage of the application process, including locating funding sources and helping to prepare the application and the budget. If you are not sure whether they will help with your particular project, call them and ask. If the proposal is processed through this office, it may be perceived by a funding agency as being more legitimate than one submitted directly by an individual.

2. Finding a funding source

A possible source of funds should be located by searching this handbook or other directories. Applicants should remember that agencies fund projects that reflect their own interests or goals. It could be worth the effort to locate a statement of the goals of the foundation

and a list of research projects it has funded in the past. A librarian might consider designing a project to combine the needs of the agency with his or her own research interests. Obtaining a grant has sometimes been described as a public relations project. The successful applicant will be the one who convinces an agency that its money would be well-spent on this particular research project. In general, grantors will look at the following aspects of a project: what is its relationship to the goals of the agency; who is the applicant and what are his/her qualifications; does the project seem feasible; what will be the significance of the results; and how adequate is the planning?

3. Initial contact

Once a possible funding source has been identified, the agency's contact person should be approached by phone and/or letter. The nature of the project should be explained. A phone conversation might elicit extra information more readily than a letter, such as suggestions for changes in the project or the name of another agency that might be interested. If the contact person feels that the project would fall within the agency's guidelines, they will supply information on their formal application process. Any initial conversation should be followed by a letter describing the project, stating why it is needed and giving an approximate cost.

4. The Application

Different funding sources will require different types and amounts of information in the formal grant application. For instance, federal sources will require more formal and detailed applications than most private sources. In general, however, an application will consist of the following sections:

a) A title page containing the title of the project, the names of the researchers and the amount of funding requested.

b) A table of contents.

c) An abstract summarizing the objectives, procedures and costs.

d) A statement of the problem and the reason the research is needed.

e) A literature review.

f) A statement of the goals and objectives of the project.

g) A detailed discussion of the research methodology and plans for the dissemination of the findings.

h) A management statement, including how and where the plan will be carried out and who will be doing the work. This will include personal resumes of the researchers.

i) A plan for evaluating the project.

j) A budget, including detailed information on what resources will be needed (e.g. personnel, administrative costs, overhead, supplies and equipment, travel, etc.) with a realistic estimate of the cost. Since the project will probably be carried out

some months in the future, an amount should be added for inflation. Give a summary and a total amount.

k) An appendix may include supporting letters from people who may be known to the reviewers as authorities or researchers in the field. This would be especially important to a first-time researcher without an established reputation.

5. Submitting the application

The entire proposal should be reviewed before being submitted, ideally by a campus grants officer. The importance of a carefully prepared application cannot be overstated. A poorly drafted proposal can be a principal cause of rejection, apart from the merits of the research. The quality of the application will give the reviewers of the proposal a clue to the quality of the conduct of the project, and a careless application may be taken as an indication that the research would be poorly managed.

The agency may require multiple copies of the application. A covering letter may be attached, formally stating the intent to apply for the grant. The application deadline must not be exceeded. The final decision on the awarding of the grant may take several months. If proposals for the same project are being submitted to more than one agency, all agencies should be told of this. The grant may be issued with certain conditions or changes required by the agency, some of which may be negotiated. The notice of the award will specify any terms or conditions and will constitute a legal contract with the agency.

Grace Thomas

II - MANAGING THE GRANT

Once the grant is funded, the next question is how is the award managed? This section of the handbook lists and briefly describes some of the major factors to be considered when administering a grant.

The most important aspect of successfully managing grant funding is knowing the requirements of the award. Since grants vary in their provisions and restrictions, it is incumbent upon grantees to be cognizant of the specific conditions of their awards. Grantees are often legally responsible for carrying out certain provisions of their awards, and the success of future applications for funding may also depend on how well past grants have been managed. The importance of knowing and following the provisions of the grant instrument cannot be overly stressed.

Grantees should be particularly aware of the answers to the following questions:

1. Who is the person or office primarily responsible for administering the project?

2. Exactly how much money is available?

3. What product is to be produced at the conclusion of the funded project?

4. What are the record keeping stipulations?

5. What hiring guidelines must be followed?

6. What are the reporting requirements for the grant? When and to whom are reports to be filed?

7. Is the grant transferable?

8. When must the funds be spent? If the funds cannot be spent in time, can the unspent portion be carried over to a new period?

9. Is the grant renewable?

10. Are there publication restrictions?

If these terms of the grant are not clear, it might be necessary to contact the granting agency for further information.

Even with the answers to the above questions, it still may be unclear what is required and how to best manage situations which are new to the researcher. The personnel in the Office of Research Development and Administration, having had years of experience with a variety of different type grants, can often help interpret the requirements of the award and offer suggestions on how to best administer it. This office may also provide advice on operational questions on topics such as cost projections, grant renewals, accounting techniques, and other grant related subjects.

Other offices on campus may also be of assistance. The Library and the Campus Personnel Offices can offer advice and interpretation on hiring and salary matters as well as on affirmative action requirements. Questions about the status of the project budget should be directed to the office controlling the funds. Who controls the budget is dictated by the type of award. One of the organized research units or the Library's Administrative Service Office are the two main sources of information on the budget status of grants and contracts. Other types of financial assistance such as gifts, followships, and scholarships may be monitored by the Graduate division or the Extension Office.

Along with discussing problems with offices on campus, a reading of the literature on grant administration is beneficial in providing background on the terminology, concepts, and methodology found in this activity. Unfortunately, most of the literature on this topic has been written on the administration of large scale research programs, and little attention has been paid to the enlightenment of the small scale grant recipient. Nor does it address itself specifically to library research grants; however, the first time grantee would still benefit from reading through the pertinent parts of the works listed in the bibliography. Important considerations, such as the difference between a grant and a contract, are discussed and explained.

Another written document that should be consulted is the original grant proposal. If a thorough job has been done of budgeting and scheduling in the application stage, then this work can be used to guide the planning of the actual work. The application should also be consulted from time to time to determine if the course of the research is following the path originally proposed. Should it appear that there is the likelihood of departure from the original proposal, the sponsoring agency must be notified for approval.

As pointed out in the beginning of this section, you, as the principle investigator, are responsible for following the terms of your award. Therefore, it is incumbent upon you to ask questions and to read the literature so as to properly prepare yourself for this task. The success of future proposals are dependent on how well past awards are managed.

Gary R. Peete

III - COMMUNICATING THE RESULTS OF THE GRANT-FUNDED PROJECT

To be of value, research results must be disseminated. Unless findings are communicated to interested colleagues in the field, they cannot be added to the body of knowledge supporting the profession. Even negative results can be of value because they help point the direction for future researchers in similar areas of interest. This chapter discusses the means of making research findings known.

The most effective means of reaching interested members of the profession is publication, ordinarily in library journals. When preparing an article for publication, there are some factors that should be kept in mind.

One of the first factors relates to the reports made to the sponsoring agency. Usually these reports are not suitable for publication. They are intended to show the sponsoring agency how its money has been spent, not necessarily detailing the findings objectively. In most cases, it is best to write a separate piece with an eye towards publication.

Prior to writing the article, several concepts should be kept in mind. Decide what type of reader you are trying to reach: an essay for a specialist is written differently than one for the general reader. Also, choose a potential publisher before writing. Using the International Federation of Documentation's LIST OF LIBRARY, DOCUMENTATION, AND ARCHIVES SERIALS to determine the general subject content of serials, select several journals that reflect the subject of your research. Read some issues from this group to ascertain which one is most related to the emphasis of your intended article and reaches the audience you intend to inform. Also note how the articles appearing in the selected serial are written, any statements on subject coverage, and the editorial directions to contributors.

This information gained before putting pen to paper should act as a guide for the actual writing. In addition to this preparation, it is also worthwhile to read works found in library literature on the subject of writing and submitting research findings. The bibliography in Chapter V includes a list of such essays.

Another means of disseminating information, although not as effective as publication, is by presentation at a professional gathering. There are a wide variety of interest groups within ALA and other related library organizations that have an interest in research results. Scholarly organizations outside of the library field also contain potential audiences for presentations of relevant findings. Although a well structured oral presentation does not always form the best written work

and vice versa, it can, with some editing and rewriting, lead to a published work.

If it is not possible to publish or present your findings at an organizational meeting, consideration should be given to sending a report into the Educational Resources Information Center (ERIC). ERIC provides storage and indexing, both manual and computerized, for otherwise unpublished works; thus allowing future researchers a method of identifying and accessing the product of your research. As more and more emphasis is placed on computer index searching, ERIC's inexpensive data base will continue to grow in importance.

Whatever method you choose, try to communicate your results. Librarianship depends on the contribution of new findings from within its ranks, and your labors will grow in value as they are made known throughout the profession.

Gary R. Peete

IV - FUNDING SOURCES EXPLICITLY INTERESTED IN THE LIBRARIAN CONDUCTED RESEARCH OR OTHER CREATIVE INVESTIGATIONS

The following list of potential funding sources for librarian research was developed from numerous standardized grants, foundation, government, local, and research funding sources, some of which are located in the UCSB Library collections, and from several campus services and information referral programs. Chapter V provides guidance in identifying significant potential publications, especially the funding sources section.

The funding sources selected are principally research grants, occasionally project grants, and infrequently fellowships which permit time and funding for research projects. It is important to note that terminology varies greatly; not all grants are "grants"; some may be fellowships or other forms of support. This selected list does not include awards which are given after the research has already been completed.

These sources listed are suggestions for opportunities for possible research support and funding. The librarian researcher is encouraged to investigate the interests and full requirements of the potential funding agency.

Each description of possible research funding source contains the name and address of grantor; nature, extent, and purpose of financial support; eligibility requirements; and, source for current, detailed information including phone number. Name of program or grant and/or additional information, which can include particular interests or needs of the grantor, may also be indicated. These research funding sources are listed alphabetically by the name of the grantor.

The Grants Information Center located in the Santa Barbara Public Library is suggested as another information retrieval and referral service for librarians to explore.

Librarian researchers are also encouraged to consult the updated standardized grant, foundation, and research funding resources, both online and printed publications, for grants and funding opportunities that are especially relevant to librarian research topics and projects. Contacting the funding agencies will undoubtedly assure obtaining the most current, accurate information.

Because grants funding is a rapidly changing area, it is important to obtain the most up-to-date, detailed information for successful capturing of research grants and other research support.

Sally Weimer

Research Funding Sources for Librarians

1. Name & Address of Grantor:

American Antiquarian Society
Fred Harris Daniels Fellowships
185 Salisbury St.
Worcester, Mass. 01609

2. Nature, extent & purpose of financial support:

The Fred Harris Daniels Fellowships are offered to scholars doing research or writing, to allow them to work at the Society for one to three months. The applicant's project must be related to the topics covered by the Society's holdings and be of general interest. The Society's areas of interest are the humanities, bibliography, library science, ethnic studies, American history and the arts. Awards are given of up to $1,800.00.

3. Eligibility Requirements:

Applicants must be qualified scholars.

4. Deadline for applications:

The deadline is February 1, with the announcement of awards made by March 15.

5. Source of detailed, current information:

Questions may be addressed to the Research and Publication Officer at the above address or at (617) 755-5221.

6. Additional Information:

The grant has no restrictions except that the recipient must be in residence at the Society for one to three months. Between five and nine awards have been given each year, with total support given between $6,000.00 - $7,000.00.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

American Antiquarian Society
National Endowment for the Humanities Fellowships
185 Salisbury St.
Worcester, Mass. 01609

2. Nature, extent & purpose of financial support:

The National Endowment for the Humanities Fellowships are offered to people doing scholarly research and writing, to allow them to work at the Society for 6-12 months. The applicant's qualifications as a scholar, the general interest of the project and it's relationship to the topics covered by the Society's holdings are considered in awarding the fellowships. The Society's areas of interest are the humanities, bibliography, library science, ethnic studies, American history and the arts. Awards are given of up to $1,833.00 per month.

3. Eligibility Requirements:

Qualified scholars who are U.S. citizens or have lived in the U.S. for three years are eligible, unless they are working toward an advanced degree.

4. Deadline for applications:

The deadline is February 1 with the announcement of awards made by March 15.

5. Source of detailed, current information:

Questions may be addressed to the Research and Publication Officer at the above address or at (617) 755-5221.

6. Additional Information:

The grant has no restrictions as long as the recipient is in residence at the Society. At least two grants are given each year, with total support for 1981-82 of $44,000.00. An application form must be submitted as well as three letters of reference.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

   American Library Association
   Awards Committee
   Herbert Putnam Honor Fund Award
   50 East Huron St.
   Chicago, Ill. 60611

2. Nature, extent & purpose of financial support:

   A grant is awarded to an outstanding librarian for travel, writing or other project that would improve his or her service to librarianship or to society. The award is given when the fund reaches $500.00, which happens about every 5 years.

3. Eligibility Requirements:

   American librarians are eligible.

4. Deadline for applications:

   Applications are due by December 15. The award will be given next in 1984.

5. Source of detailed, current information:

   Contact the Awards Committee at (312) 944-6780.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

   Association of American Library Schools, Inc.
   471 Park Lane
   State College, Pa. 16801
   (814) 238-0254

2. Nature, extent & purpose of financial support:

   An award of up to $1,500.00 to support research aimed at promoting excellence in the field of education for librarianship and information science.

3. Eligibility Requirements:

   Researcher should be an AALS member.

4. Deadline for applications:

   Applications are due by October 1, with notification in January.

5. Source of detailed, current information:

   Contact the Executive Secretary at (814) 238-0254.

6. Additional Information:

   The research should be completed in 12-18 months. Evidence that other funds are not available should be shown. No grants are awarded for work toward a degree. The proposal should be 5-10 pages in length and consist of: title, goals, objectives, methodology, significance, proposed budget, qualifications and vitae of the researchers, and the intended means of communicating the results.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

   Beta Phi Mu
   School of Library and Information Science
   University of Pittsburgh
   Pittsburgh, Pa. 15260

2. Nature, extent & purpose of financial support:

   A $750.00 scholarship is awarded for either research or continuing education.

3. Eligibility Requirements:

   The applicant must be a member of Beta Phi Mu.

4. Deadline for applications:

   Applications are due by March 1.

5. Source of detailed, current information:

   Contact the Executive Secretary at (412) 624-5235.

1. Name & Address of Grantor:

   Council on Library Resources, Inc.
   1785 Massachusetts Ave., N.W.
   Washington, D.C. 20036

2. Nature, extent & purpose of financial support:

   Grants are given for research, development and demonstration projects dealing with new methods in library services or operations. The project should attempt to solve a general problem in the library field. The Council is especially interested in academic and research libraries. The amount of the grant will vary according to need.

3. Eligibility Requirements:

   Open to individuals and organizations.

4. Deadline for applications:

   Applications can be submitted at any time.

5. Source of detailed, current information:

   Write to the President or call (202) 483-7474.

6. Additional Information:

   Applicants should first send a letter of inquiry, giving an overview of their intended project. The total amount of money available in 1980-81 was $1,978,752.00. Sixty-eight applications were submitted and forty-eight grants were awarded in that year.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

Council on Library Resources
Faculty/Librarian Cooperative Research
1785 Massachusetts Ave., N.W.
Washington, D.C. 20036

2. Nature, extent & purpose of financial support:

Grants are given for research projects that are jointly conducted by library science faculty and senior staff members of academic or research libraries. The projects should work toward solutions to the problems of academic and research libraries. The projects should be directed toward one of the objectives of the Council's PETREL (Professional Education and Training for Research Librarianship) program. This program is aimed at the recruitment and continuing education of librarians, improving the quality of research and education in librarianship, and improving library management. Grants will not exceed $3,000.00 each and will not cover the salary of the investigators.

3. Eligibility Requirements:

The proposal must be submitted jointly by a library school faculty member and a senior staff member of an academic or research library.

4. Deadline for applications:

Applications are due by April 1.

5. Source of detailed, current information:

Contact the Council at (202) 483-7474.

6. Additional Information:

The initial letter to the Council should cover: outline of the project and how it relates to PETREL objectives, its duration, usefulness of the results, arrangements made for leave to carry out the project, and a budget. Ten grants were awarded in 1982.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

   Council on Library Resources, Inc.
   Fellowships Program
   1785 Massachusetts Ave., N.W.
   Washington, D.C. 20036

2. Nature, extent & purpose of financial support:

   Fellowships for mid-career librarians to carry out research projects or studies in order to improve their own abilities in any aspect of librarianship. Not intended for work toward an advanced degree, but some course work outside the usual curriculum may be taken. Internships may be possible. The amount of the fellowship varies according to the proposal, with salary excluded. Tenable for a minimum of three months.

3. Eligibility Requirements:

   For librarians or professionals working with libraries who are citizens of the U.S. or Canada. Fellows must be granted a three-month leave of absence by their employers.

4. Deadline for applications:

   The closing date is usually in autumn.

5. Source of detailed, current information:

   Call the Council at (202) 483-7474

Research Funding Sources for Librarians

1. Name & Address of Grantor:

   National Endowment for the Humanities
   Division of Public Programs
   Libraries Humanities Projects
   Mail Stop 400
   806 15 Street, N.W.
   Washington, D.C. 20506

2. Nature, extent & purpose of financial support:

   Funds library research, provided, the results lead directly to programs involving enhanced public use of services or collections in the humanities. Such research can relate to library use by the handicapped, minorities, the elderly, rural populations or involve collaboration with community educational and cultural institutions. Some cost sharing is required.

3. Eligibility Requirements:

   Academic libraries are eligible to apply.

4. Deadline for applications:

   Applications are due by July 10 of each year.

5. Source of detailed, current information:

   The Division of Public Programs may be contacted using the address above or the telephone number (202) 724-0231.

6. Additional information:

   Research proposals must be centered on the use of library resources in the humanities and must involve use by the general adult public. Short statements on the proposed project should be submitted in writing prior to the formal application. A viable plan for evaluation of the project results is required in any proposal.

1. Name & Address of Grantor:

   National Endowment for the Humanities
   Research Resources Programs
   Division of Research Programs
   Mail Stop 350
   Washington, D.C. 20506

2. Nature, extent & purpose of financial support:

   Funds projects which facilitate access to documentary resources in the humanities. Such projects include preparation of indexes, bibliographies and guides. The average grant size is $65,000.00; the smallest is $1,500.00. The National Endowment for the Humanities provides no more than 60% or 80% of the funding, depending on the nature of the applicant's project.

3. Eligibility Requirements:

   United States citizens or residents as well as academic institutions are eligible.

4. Deadline for applications:

   Applications are due on June 1 of each year.

5. Source of detailed, current information:

   The Division of Research Programs may be contacted using the address above or the telephone number (202) 724-0341.

6. Additional Information:

   Short statements on the proposed project should be submitted in writing prior to the formal application. A reply from the Research Programs Division will indicate the competitiveness and relevance of the proposal with respect to the interests of the National Endowment for the Humanities. Publications available include: the latest ANNUAL REPORT, the PROGRAM ANNOUNCEMENT, GENERAL INFORMATION and GUIDELINES FOR THE RESEARCH RESOURCES PROGRAM.

1. Name & Address of Grantor:

   National Library of Medicine
   Biomedical Information Support Branch
   Extramural Programs
   8600 Rockville Pike
   Bethesda, Maryland 20209

2. Nature, extent & purpose of financial support:

   Funds research, development and demonstration projects in information science provided they are directly applicable to medical libraries. Acceptable research topics include: information storage, information retrieval and information distribution systems for medical literature. The average grant size is $55,000.00.

3. Eligibility Requirements:

   Eligibility requirements were not located at the time of preparation of this entry.

4. Deadline for applications:

   Completed applications must be received by one of three dates: March 1, July 1, November 1.

5. Source of detailed, current information:

   The Biomedical Support Branch may be contacted using the address above.

Research Funding Sources for Librarians

1. Name & Address of Grantor:

   National Science Foundation
   Division of Information Science and Technology
   1800 G Street, N.W.
   Washington, D.C. 20550

2. Nature, extent & purpose of financial support:

   Funds basic or applied research in information science including: 1) investigations of the properties of information as it relates to its organization and transfer, 2) the measurement and mathematical description of information systems as they represent knowledge or convey meaning, 3) investigations of the interactions between the user and information systems, 4) the prediction and modelling of technological impacts on the information sector.

3. Eligibility Requirements:

   Academic libraries are eligible to apply for grants.

4. Deadline for applications:

   Deadlines are announced by the NSF's Division of Information Science and Technology.

5. Source of detailed, current information:

   The Division of Information Science and Technology may be contacted using the address above or the telephone number, (202) 357-7631.

6. Additional Information:

   The research reputation of the applicant as well as the support by the applicant's library and University are heavily weighted in evaluating the research proposal. The publication, RESEARCH IN INFORMATION SCIENCE (NSF-79-68) details requirements on proposal submission. See also the Division's annual PROGRAM ANNOUNCEMENT.

Research Funding Sources for Librarians

1. Name and Address of Grantor:

   UCSB Academic Senate Research Committee
   Academic Senate Office, 1230 Girvetz Hall
   University of California
   Santa Barbara, CA 93106

2. Nature, extent & purpose of financial support:

   These grants support research by academic employees to pursue research projects. Amount of support varies; average amount requested and approved is approximately $2,000.00.

3. Eligibility Requirements:

   Limited to UCSB academic employees including librarians. Normally the University Librarian is considered the Department Head, and must authorize as well as sign the application.

4. Deadline for applications:

   The deadline for application is April 1st of each year.

5. Source of detailed, current information:

   Contact the Administrative Assistant to the Director, Academic Senate or phone x2885.

6. Additional Information:

   Blue application form and guidelines are available upon request. These research grants are normally considered seed money which will enable the grant recipient(s) to receive larger extramural research grants and pursue research projects. Applicants are encouraged to document the research needs and its significance to the research and university community. It is also hoped that this research will enhance the visibility of the university and its research image. Do not emphasize instruction. Sessions on how to submit a good research proposal are scheduled to be conducted by the Administrative Assistant to the Director in January/February 1984 and will be announced via the EMPLOYEE DEVELOPMENT BULLETIN.

1. Name & Address of Grantor:

   UCSB Research Development Office
   Discretionary Grants
   (University Opportunity Funds)
   Cheadle Hall, Rm. 3227
   University of California
   Santa Barbara, CA 93106

2. Nature, extent & purpose of financial support:

   Discretionary research grants funds are derived primarily from campus or University-wide opportunity funds and extramural funds. The amount varies; the nature, extent and purpose of the grants vary.

3. Eligibility Requirements:

   UCSB Academic employees are eligible; normally the University Librarian as Department Head must authorize and sign the application.

4. Deadline for applications:

   None is specified; however announcements of available funding correspond to the call for one-time-needs requests, the major budget call, and the last 3 months of the fiscal year.

5. Source of additional information:

   Contact the Research Administration Officer at x3787 or x4188.

6. Additional Information:

   Normally, to make a formal request for grant funds, the applicant submits a proposal to the Associate Vice Chancellor for Research Development with a copy to the Vice Chancellor. Appropriate guidelines for the discretionary grants proposals are provided through the Research Development Office. Most grants are awarded as seed money to attract larger extramural research grant support. The Research Development office NEWSLETTER gives possible funding sources from various extramural agencies, and is available upon request. This office can access various computerized data bases of the DIALOG information system to assist in selecting appropriate research projects.

1. Name & Address of Grantor:

   UCSB Instructional Development Grants
   Instructional Development Department
   Kerr Learning Resources Hall, Room 1130
   University of California
   Santa Barbara, CA 93106

2. Nature, extent & purpose of financial support:

   Two types of Instructional Improvement grants are available primarily for instructional improvement projects. Amount requested and approved varies, ranging from $15,000.00 to about $200.00. Approximately $200,000.00 is allocated per year, but may vary. Improvement of university level classroom instruction is the primary aim which includes using innovative techniques.

   Mini-grants are limited to a maximum of $1,000.00; grants are awarded depending upon the availability of funds.

3. Eligibility Requirements:

   UCSB faculty, departments and other academic units are eligible Normally the University Librarian as the Department Head must authorize and sign the application.

4. Deadline for applications:

   Instructional Improvement grant applications are normally due in February. Mini-grants applications are accepted anytime.

5. Source of detailed, current information:

   Contact the Consultant on New Ways to Teach, Instructional Development Office, Rm. 1130, x3523 or the Dean of Instructional Development x2419.

6. Additional Information:

   Each November, the announcement of availability of instructional grants is disseminated to campus department heads by the Dean of Instructional Development. The announcement includes general procedures. Normally instructional improvement grants are not aimed specifically at research projects, although experimenting with innovative teaching methodology is acceptable. The instructional improvement grant is usually restricted to a specific course, such as Interdisciplinary 1, 100, or 110, or courses taught in another department, such as Music 112L, Music Library Research Techniques.

1. Name & Address of Grantor:

   U.S. Department of Education
   Office of Assistant Secretary for
   Educational Research and Improvement
   Division of Library Programs
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202

2. Nature, extent & purpose of financial support:

   Awards grants or contracts on library research including the improvement of information technology and information dissemination. Emphasis is on specialized services to selected clientèle. The average for grants is $18,834.00. The smallest grant, as of June 1982, was $4,850.00.

3. Eligibility Requirements:

   Academic institutions are eligible.

4. Deadline for applications:

   The deadline is from 45 to 60 days after announcements in the COMMERCE BUSINESS DAILY.

5. Source of detailed, current information:

   The Division of Library Programs may be contacted using the address above or the telephone number, (202) 245-9530.

6. Additional Information:

   Evaluation criteria are given in each announced request for proposals. Detailed information can be found in: "Library Research and Demonstration, Rules and Regulations," FEDERAL REGISTER, July 30, 1981, 37484-37486. Grant projects may run one to five years. Research grant emphasis should be on specialized services.

V - THE RESEARCH EXPERIENCE: AN INTRODUCTORY BIBLIOGRAPHY FOR ACADEMIC LIBRARIANS

-- Statement of Purpose and Scope --

For many academic librarians, formal research is a new, sometimes confusing, and often stressful undertaking. Moreover, since research is without a tradition in most libraries, the potential or actual librarian-researcher often lacks colleagues with whom to share problems, breakthroughs, and the unexpected--in summary, it is difficult to find those with whom to share the research experience. The works cited in this bibliography were written to share the research experience: to provide guidance on funding opportunities, to educate concerning the character of research, its techniques and its management, and, to discuss the communication of research results. No claims can be made that this collection of citations represents a critical or evaluated bibliography. Nor, is it complete. However, certain selection criteria were used. They are stated in the following two paragraphs in order to indicate both the intentional limitations to the bibliography and its focus.

The bibliography is limited to publications in the English language. It features works produced primarily in the last decade and the very early eighties. Literature that may be difficult to obtain is excluded, e.g., dissertations, theses, papers presented at meetings and not subsequently published. Compilations of time-dated facts printed before 1980 are not included, e.g., lists of funding agencies, directories of researchers, "current" research interests.

The bibliography, as indicated in the title and the first paragraph, emphasizes publications which, from title, assigned subjects or abstract, can reasonably be inferred to be of direct use to academic librarians. Consequently, articles and books addressed to the public librarian or school librarian have been excluded. The citations were chosen with a bias towards the actualities of the research experience. For this reason, publications dealing mainly with the need for research by librarians, faculty status for librarians as an impetus to research, and, most reports of research results themselves have also been sifted out.

The compiler admits that he has not read all works cited and realizes that, given the criteria above, errors of inclusion must almost inevitably accompany errors of omission. Corrections of any kind would be gratefully received.

The reader should not assume that all sources cited are available in the UCSB Library. The citations were derived from: ERIC (searched

March, 1983) LISA (searched March, 1983), MELVYL (prototype version), various bibliographies included in articles listed below, and, suggestions by Committee members or other library staff.

Robert Sivers

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-- Outline of the Bibliography --

I. Investigating the Research Process

II. Finding Funding Sources

III. Planning and Writing the Research Proposal

IV. Managing the Research Grant

V. Performing the Research--Methods and Techniques

VI. Evaluating the Research Results

VII. Communicating the Research Results

I. INVESTIGATING THE RESERACH PROCESS

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